



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date Sept. 25, 1972	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DPS-11-72		Date Received OCT 3 1972	Application No. / Date Completed 294 OCT 5 1972
3. AGENCY, Division, Subdivision & Administering Office Address Department of Public Safety Motor Vehicle Inspection Section P.O. Box 1456 Atlanta, Georgia 30301		4. Person to Contact Capt. D.S. Harris, Jr.	5. Working Title Supervisor
		6. Tel. No. 627-3531	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series

1967 to future

9. Exact Series Title

Motor Vehicle Inspection Receipts File

10. What is the function of the office in which this record series is created?
The purpose of the Motor Vehicle Inspection Section is to administer the provisions of the laws of Georgia as pertains to the periodic safety inspection of motor vehicles. The MVI Section is responsible for the set-up, licensing, and supervision of inspection stations; the instruction, licensing, and supervision of mechanic-inspectors; and the issue, control, and accounting of approval stickers.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents pertaining to the issuance of approval stickers and rejection slips to inspection stations. Included are Form MVI 11 (Official Receipt) and MVI Form 9 (Requisition for Inspection Stickers and Correction Slips). Prior to September, 1971, both forms were used. However, only the MVI Form 9 is currently used. The file is arranged numerically.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	4	6	68416	4	6
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				6	
				This Year's	Last Year's
				0	0
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [] [x]
14. Is there a duplication of this series in another office or agency?
One in individual station master file and one at inspection station [x] []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] [x]
16. Does the series contain classified information requiring security handling? [] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
18. Could the function be performed if the files were lost or destroyed?
From duplicate copies and ledger book [x] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
20. Does the record series provide data as input to an EDP file? [] [x]
21. Does the record series contain documentation produced as EDP printout? [] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]

24. REQUIREMENTS. The following requires the files to be kept 1 years:

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

For audit purposes and possible back reference.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [x] CALENDAR YEAR - [] FISCAL YEAR - [] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [x] Other: (Specify) Destroy after audit or 1 year, whichever is longer

(Indicate briefly rationale for recommendations above/or write additional remarks):
For audit purposes and possible back reference.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Lewis G. Bell</i>	SEP 25 1972		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [x] Approved [] Disapproved	<i>Lewis G. Bell</i>	SEP 25 1972
	State Auditor/Designee [x] Approved [] Disapproved	<i>William M. [unclear]</i>	10-4-72
	Secretary of State/Designee [x] Approved [] Disapproved	<i>Carroll Hart</i>	Oct 3, 1972
	Attorney General/Designee [x] Approved [] Disapproved	<i>Robert [unclear]</i>	10-4-72

STATE RECORDS
COMMITTEE